

ADMIN-SR

ICS 7964-88
22 November 1988

22 NOV 1988

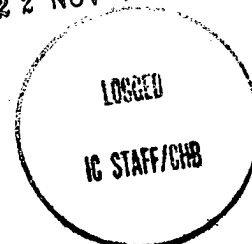
MEMORANDUM FOR: IC Staff Directors and Committee Chairmen

FROM:

Chief, Administrative Staff, ICS

SUBJECT: Designation of ICS Personnel Responsible
for the Preparation and Certification of
Time and Attendance Reports

REFERENCE: Memorandum DCI/ICS 6269-87 dated 1 December 1987,
same subject (Rescinded)



1. In accordance with [redacted] and effective this date,
the following designated ICS personnel are responsible for the preparation
of Time and Attendance Reports for the offices indicated:

Office

T & A Clerk

Secure

O/D/ICS

AS

AS/Registry

CCI&SCMO

R&EO

COMIREX Staff

~~CONFIDENTIAL~~

CONFIDENTIAL

SUBJECT: Designation of ICS Personnel Responsible for the Preparation
and Certification of Time and Attendance Reports

25X1



25X1

2. Specific responsibilities and instructions for time and attendance
reporting are contained in a copy of which is on file with the
Administrative Staff.

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: Designation of ICS Personnel Responsible for the Preparation and Certification of Time and Attendance Reports

3. The following senior officers are delegated to certify all regular time, occasional overtime, and holiday work in their offices as outlined in

25X1

<u>Office</u>	<u>Designee</u>
Office of Director, ICS (O/D/ICS)	DD/ICS
Administrative Staff (AS)	C/AS & DC/AS
Legislative Liaison	
Secretariat Staff	
Community CI and Security CM Office	D/CCI&SCMO
Requirements and Evaluation Office (R&EO)	D/R&EO
Committee on Imagery Requirements and Exploitation Staff	Chairman/COMIREX
Operations Group (OG)	C/OG and DC/OD
Engineering Operations Branch (EOB)	C/EOB
Operations Analysis Branch (OAB)	C/OAB
Standing Requirements Branch (SRB)	C/SRB
Current Requirements Branch (CRB)	C/CRB
CAMS Operations Branch (COB)	C/COB
Development, Exploitation & Evaluation Group	C/DEEG and DC/DEEG
HUMINT Committee Staff	Chairman/HUMINT
Information Handling Committee Staff	Chairman/IHC & VC/IHC
MASINT Committee Staff	Chairman/MASINT & VC/MASINT
Program and Budget Office (PBO)	D/PBO
Planning and Policy Office (PPO)	D/PPO & DD/PPO
SIGINT Committee Staff	VC/SIGINT

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: Designation of ICS Personnel Responsible for the Preparation
and Certification of Time and Attendance Reports

4. In the event that certain approving officer(s) are not available to sign for regular time, occasional overtime, and holiday work the following individuals are authorized to sign for absent individuals. They are:

OfficeDetaillee

Office of the Director, ICS

Edward J. Heinz, Lt Gen, USAF
Director
Intelligence Community Staff

25X1 Community CI and Security CM Office

[Redacted]
Deputy Director
Community CI and Security CM Office

25X1 Program and Budget Office

[Redacted]
Deputy Director
Program and Budget Office

25X1 Requirements and Evaluation Office

[Redacted]
Deputy Director
Requirements and Evaluation Office

25X1 SIGINT Committee Staff

[Redacted]
Chairman
SIGINT Committee Staff

25X1 5. Any questions regarding time and attendance reporting should be referred to
the Administrative Staff.

[Redacted]
Chief, Administrative Staff, ICS

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: Designation of ICS Personnel Responsible for the Preparation
and Certification of Time and Attendance Reports

Distribution: ICS 7964-88

Original - File: T&A Memos

21 - B&F/ICS
21 - Chrono
41 - ICS/REG
51 - O/D/ICS
61 - C/MASINT
71 - D/CCISCMO
81 - C/HUMINT
91 - D/PPO
101 - D/PBO
111 - C/COMIREX
121 - D/REO
131 - C/OG/CMX
141 - C/EOB/CMX
151 - C/OAB/CMX
161 - C/SRB/CMX
171 - C/CRB/CMX
181 - C/COB/CMX
191 - C/DEEG/CMX
201 - C/IHC
211 - C/SIGINT
221 - VC/SIGINT

25X1

DCI/ICS/CAS/drs/sb

22 November 1988

CONFIDENTIAL